



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 5.2.3	Subject: DEPARTMENT / MCE PRODUCT SALES
Chapter 5: OFFENDER PROGRAMS	Page 1 of 2
Section 2: Montana Correctional Enterprises	Effective Date: August 1, 1997
Signature: /s/ Loraine Wodnik, Deputy Director	Revised: 12/23/2016

I. POLICY

The Department of Corrections Montana Correctional Enterprises Division (MCE) offender education and job training programs support the Department's mission to reintegrate offenders into the community successfully. Administrators support offender rehabilitation and work programs through the purchase of MCE products.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Montana Correctional Enterprises (MCE) – The Department division that operates offender work and training programs at Department and contracted facilities, including agriculture, industries, vocational education, license plate factory, food factory, canteen, and the offender hobby store.

MCE Products – Products and services manufactured or provided by Montana Correctional Enterprises.

IV. DEPARTMENT DIRECTIVES

A. MCE Program Goals

1. MCE will operate offender work and training programs that emphasize offender accountability and rehabilitation.
2. Revenue from the sale of MCE products supports offender work programs and provides offender workers with the means to meet financial obligations.
3. MCE programs are largely self-supporting, providing customers with high quality, satisfaction guaranteed products with minimal need for dependence from the state's general fund.

B. MCE Product Sales

1. MCE will maintain a website accessible from the Department's Internet page that lists MCE products including specifications and pricing.

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2. MCE management will consider special product and service requests on a case-by-case basis and will make every attempt to meet the unique needs of the customer within the capability of the respective MCE program.

C. Purchasing Requirements

1. Department staff are encouraged to support offender work programs through the purchase of MCE products unless it is determined by the staff member's administrator that purchase from MCE is not feasible due to one or more of the following reasons:
 - a. the product or service cannot be supplied by MCE within an acceptable schedule at which time the division must take into consideration that MCE may loan furniture to the requesting party until an order is produced and delivered; or
 - b. the MCE product or service does not meet the needs of the division or facility, as determined by the administrator, and a custom product is not available through MCE.
2. Administrators, or their designees, are encouraged to contact MCE before making an outside vendor purchase to discuss their needs regarding product availability, specifications, warranty, delivery, and price when considering a purchase from an outside vendor.
3. Administrators will contact the MCE administrator when purchasing needs are not being met. MCE will review all such inquiries to determine how best to remedy the problem and to ensure that the needs of all customers are met to the extent possible.

D. Compliance

The Director's Office, Quality Assurance Office may review agency purchases to ensure compliance with this policy.

V. CLOSING

Questions concerning this policy should be directed to the appropriate administrator.

VI. REFERENCES

- A. *53-1-203; 53-30-131, MCA*

VII. ATTACHMENT

None